



SALISBURY POLICE DEPARTMENT

An Internationally Accredited Law Enforcement Agency

L. Mark Wilhelm
Chief of Police

NOTICE TO PERSONS REQUESTING BASIC LAW ENFORCEMENT TRAINING (BLET) SPONSORSHIP

Reference: Letter describing Sponsorship Requirements for future applicants

Dear Sir or Madam,

Your request for Sponsorship will be considered and the details of the protocol for this process to proceed and be completed will be as follows:

Application for employment must be received and processed accordingly as are all other applications in order to be considered for sponsorship in an upcoming Basic Law Enforcement Training class.

A separate written request for sponsorship **must** be received by the Training Sergeant to activate your request. This may be placed in the initial Application packet with the other documents required for application processing.

This written request should include your request to be sponsored in the upcoming Basic Law Enforcement Training class to include the location of the school and the day or night class designation.

Along with this request you should include a narrative or paragraph that describes why you would like to work as a police officer for the Salisbury Police Department. This can be whatever length you find necessary to convey your reasons for asking the Salisbury Police Department to Sponsor you in the upcoming BLET Program.

Your application processing will have to be successfully completed through step seven below, prior to your Sponsorship interview being granted by Mark Wilhelm, Chief of Police.

Described below is the hiring process in detail for you to review. If you have any questions please let me know.

SALISBURY POLICE DEPARTMENT HIRING PROCESS SEQUENCING:

Salisbury Police Department hiring for the position of Police Officer is as follows:

1. The posting of the employment opportunity is performed.

2. Applications are received by the City of Salisbury Human Resources Department and are screened for completeness and viability of the applicant.
3. Applications are transmitted to the Police Department for processing.
4. The Training Sergeant reviews the applications for to ensure there are no entries in the application that bar the applicants progression to the next step in the process. During this phase the applicants criminal and driving histories are reviewed.
5. Departmental P.T. Instructors conduct a physical assessment of the candidates and assign a rating percentile.
6. A written examination is conducted and those scoring seventy percent or more will proceed to the next level in the process.
7. In order to be considered for BLET sponsorship, prior to contacting the Sponsoring Agency, the prospective trainee **must** obtain a certified criminal records check for local and state records for the time period since the trainee has become an adult (16 yrs. Old), and from all locations where the trainee has resided since becoming an adult. This also applies to applicants that have previously lived in other states or have past military service. An Administrative Office of the Courts criminal records check or a comparable out-of-state check will satisfy this requirement. **Note: This information can be obtained from the "Clerk of Courts" office in the county of residence. There is usually a nominal fee for a certified Criminal Records Check. Note: Applicants with previous Military Service please see the attached contact sheet for Criminal Records Checks of Military Personnel.** Upon contacting the sponsoring agency, the prospective trainee should present the agency with a copy of his/her Criminal Records Check. The sponsoring/employing agency will maintain copies of this Criminal Records Check and ensure there is nothing in the prospective student's past that would inhibit their certification as a Law Enforcement Officer in North Carolina.

Below are the Military Personnel Headquarters addresses and phone numbers for your use, if needed:

Army Records
U.S. Army Criminal Records Section
USACIDC
Attn: CICR - FP (FOJA)
6010 6th Street
Ft. Belvoir, VA 22060 — 5585
Fax (703) 806-0395
Tel. (703) 806-0422

Air Force Records
HQAF OSI/SCR
Information Release Division
P.O. Box 2218
Waldorf, MD 20604-22 18
Tel. (301) 870-1109 or 1100 or 1112

Navy/U.S.M.C.
NCIS Service HQ
Code OOJF
716 Sicard St. SE
Suite 2000
Washington Navy Yard, D.C. 20388
Fax (202) 433-9518

This information is being forwarded to you so that you will have ample time to secure these documents. Your admittance into the BLET program will rest in part on you having this activity complete prior to the being considered for Sponsorship for the upcoming Basic Law Enforcement Training Class.

Once you are sponsored you will continue through the hiring process and complete the final steps described below.

8. An oral board is conducted and those applicants that score sixty percent or more progress to the next step in the process.
9. Applicants background investigations are conducted by departmental Officers.
10. The Chief of Police conducts an interview with applicants to determine their suitability for the position of Police Officer.
11. The Chief of Police determines which applicants will receive a conditional offer.
12. Upon acceptance of the conditional offer the applicant is administered a medical examination required by the City of Salisbury and the North Carolina Training and Standards Commission
13. As results are received from the medical examination the applicant is given a pre-employment polygraph examination by departmental personnel
14. Upon successful completion the applicant is scheduled for a pre-employment psychological examination.

15. Upon successful completion of the foregoing steps the applicant is hired and enters the Field Training Program.

The time duration for this hiring process may be several months long. Once an applicant has completed the process he or she will be eligible to be hired for *one year* from the date of the Chief's Interview.

You may obtain an application packet from the Human Resources Department or from the City of Salisbury website at www.salisburync.gov , clicking on employment opportunities and Police Officer/ New Application here.

Thank you for your interest in the Salisbury Police Department, if you have any questions about this process you can call me at the following numbers for clarification if needed.

Sincerely,



Sergeant Hayes Russell
Training Sergeant
Salisbury Police Department
130 East Liberty Street
Salisbury, NC 28144
(704) 638-5343 Office
(704) 638-5348 Fax
hruss@salisburync.gov